

FEDERAL ENERGY REGULATORY COMMISSION

Office of Pipeline Regulation



Instruction Manual for Electronic Filing of the

Form No. 11

**Form Approved
OMB No. 1902-0032
(Expires 3/31/99)**

March 1996

GENERAL INFORMATION

I. PURPOSE:

This electronic filing is required under 18 CFR §260.3 and §385.2011. It is designed to obtain, on a quarterly basis, monthly information concerning selected revenues and associated quantities.

II. WHO MUST FILE:

Each natural gas company, as defined in the Natural Gas Act and whose gas transported or stored for a fee exceeded 50 million Dth in each of the three previous calendar years, must prepare and file this information with the Commission in an electronic format.

III. WHAT TO SUBMIT:

Submit the Form No. 11 data file either on 1) an MS-DOS (or compatible) formatted computer diskette or 2) a compact disc (CD) that conforms to the specifications provided in Appendix B. The data contained in the electronic file must be coded according to the electronic filing record formats prescribed herein. The diskette must have a label affixed to it stating the respondent's name and the name of the electronic file. The CD must be enclosed in an appropriate disc protector with a label affixed to the protector stating the respondent's name and the name of the file.

The diskette or CD filings must be accompanied by a cover letter stating the content of the electronic filing. The cover letter must also include the subscription provided in Part 385.2005(a). All data submitted will be considered non-confidential and will be made available to the public upon request.

IV. WHEN TO SUBMIT:

Submit this report quarterly. The reports must adhere to the following schedule:

Report Period	Report Date
January-March	May 15
April-June	August 14
July-September	November 14
October-December	February 14

V. WHERE TO SUBMIT:

(1) Submit the electronic filing to:

Office of the Secretary
Federal Energy Regulatory Commission
Washington, DC 20426

(2) Hand deliveries can be made to:

Office of the Secretary
Federal Energy Regulatory Commission
Room 1-A
888 First Street, NE
Washington, DC 20426

You shall not be penalized for failure to respond to this collection of information unless the collection of information displays a valid OMB control number.

GENERAL INSTRUCTIONS

1. The information required for this filing must be recorded on records in a "TAB" delimited format with the data ordered as specified in the Electronic Filing Format section of these instructions. The "TAB" delimiter is an ASCII 9 - decimal or 09 - hexadecimal character. Each logical record should be terminated by a carriage return (CR) character (ASCII character - 13 decimal, 0D - hexadecimal) and line feed (LF) character (ASCII character 10 - decimal, 0A - hexadecimal). These characters together are denoted as a hard return <hrt> and are entered on the record by pressing the "Enter" key. An example of a "TAB" delimited file is provided on the pages following the prescribed electronic filing formats.

There are two important instructions regarding "TAB" delimited files:

- A. It is imperative the respondent realizes that the "TAB" characters are as important as the actual data coded onto the record. Without the correct "TAB" characters on the record to locate and distinguish separate data fields, the file cannot be data processed correctly. The respondent must be careful not to create the "TAB" delimited records by using a software program which merely converts the "TAB" characters into equivalent space characters (ASCII 0 - decimal or 00 - hexadecimal). Refer to Appendix C for further information on how to create a "TAB" delimited file using various common software packages.
- B. If a data element is not applicable, the data element must be omitted, but the associated "TAB" character for that item still must be recorded on the record. For example, assume a record consists of four data items: company name, report year, beginning balance, and ending balance. Further, assume that the beginning balance field is to be left blank. Then, the structure of the reported record would be as follows:

XYZ Natural Gas Company<TAB>1996<TAB><TAB>123456<hrt>

The double "TAB" characters denote a null (or blank) entry for the beginning balance data item on this record.

There is one alternative to this rule. You are not required to code multiple "TAB"s one after another to denote null data entries for the remainder of a record. In the previous example, if the only items that your company had data to report were the company name and year, the structure of the record could be:

XYZ Natural Gas Company<TAB>1996<TAB><TAB><TAB><hrt>

using the standard record convention or

XYZ Natural Gas Company<TAB>1996<hrt>

if using the alternative procedure. In either case, the record structure shows that the values for the beginning balance and ending balance were null. Please remember that you cannot use this method to record "0"s in data fields. Zeros are valid data entries and must be entered on the record where necessary.

2. All information required to be filed should be recorded in one file. The naming convention for this file is: "ENNNYYQX.TAB", where "E" is the file name indicator used for the Form No. 11 filing, "NNN" is the three-digit FERC pipeline code for the respondent from Appendix A, "YY" is the two digit year, and "QX" is the two character designation for each quarterly submittal. "Q1" is the code for the calendar quarter from January-March, "Q2" for April-June, "Q3" for July-September, and "Q4" for October-December.

If it is necessary to submit revised reports, the file names should be "ENNNYYQX.TA1", "ENNNYYQX.TA2", etc., where ".TA1" indicates the first revision, ".TA2" the second revision, etc. The file name should be included in the transmittal letter accompanying the respondent's filing.

3. The definitions, instructions, and record type formats for this electronic filing specify explicitly the data items to be reported and the sequence for recording the information on the electronic media.
4. Report data as outlined in the Uniform System of Accounts for Natural Gas Companies (U.S. of A.) (18 CFR Part 201). Data reported in this filing must, when aggregated, be equal to the data reported on Form No. 2.
5. All fields must adhere to the following conventions for coding data on the electronic filing:
 - A. Numeric items do not require leading zeros, unless otherwise noted. Use a single "0" to report a zero value.
 - B. Indicate negative amounts with a "-" sign preceding the first nonzero digit reported.
 - C. If a data item is not applicable, its value must be omitted (blank) by using a second "TAB" delimiter immediately after the "TAB" delimiter of the previous data item.
 - D. Report dollar entries in thousands. Report quantities in thousands of dekatherms.

- E. Do not include commas or units (\$, Dth) in reporting any numeric value.
- 5. **Footnotes.** Footnotes may be used to submit additional information about any data item(s) included in this report. A "Footnote" record is provided for this purpose.
- 6. **Source of Codes.**
 - A. Pipeline ID - Use the FERC three-digit code for the respondent's pipeline. Appendix A is a list of valid pipeline codes. If your pipeline is not listed, call Judy Gantt or Curtis Chappell at 202-208-2020.
 - B. Rate Schedule - Report the respondent's own designation for the rate schedule being reported. This rate schedule name must be entered exactly as it is reported in other reports to the Commission.

FERC Form No. 11
Electronic Filing Format

Note: While reading these instructions, it may be helpful to refer to the *Sample Tab Delimited File* pages immediately following this section.

Enter one Header record per filing.

Record Type	Item Id	Item	Format or Value	Max Length	Instructions
HEADER	*	Header Record Identifier	H	1	Enter H to identify the header information.
	*	Pipeline Id.	Num	3	Enter the 3 digit FERC pipeline code.
	a	Report Period Begin Date	mm/dd/yyyy	10	Enter using the format provided making sure to include a 4 digit year.
	b	Report Period End Date	mm/dd/yyyy	10	Enter using the format provided making sure to include a 4 digit year.
	c	Submission Date	mm/dd/yyyy	10	Enter using the format provided making sure to include a 4 digit year.
	d	Original/Revised Filing Indicator	Char	1	Enter O if original filing, or R if revised filing.
	e	Pipeline Name	Char	40	Enter the full legal name.
	f	1st Line of Pipeline Address	Char	30	
	f	2nd Line of Pipeline Address	Char	30	
	f	3rd Line of Pipeline Address	Char	30	
	f	4th Line of Pipeline Address	Char	30	
	g	Contact Person and Phone Number	Char	50	
	h	Footnote Id	Char	50	Enter up to 10 footnote ids separated by /. Refer to the item footnoted in the first position of the footnote id (e.g. b10 indicates footnote 10 applies to item b. Use x if footnote applies to entire record, e.g. x10)

FERC Form No. 11
Electronic Filing Format

Begin each block of data for a specific report month with a header record.

Record Type	Item Id	Item	Format or Value	Max Length	Instructions
HEADER FOR MONTHLY DETAILED DATA BLOCK	*	Header Identifier for Block of Detailed Data for a Month	DH	2	Enter DH to identify the start of a block of detailed data for a specific report month.
	*	Pipeline Id.	Num	3	Enter the 3 digit FERC pipeline code.
	*	Report month for Detailed Data Which Follows	mm/yyyy	7	

FERC Form No. 11
Electronic Filing Format

Enter one Detail record for each data (nonheader) line of the form for the report month included in the corresponding header record. Enter a record for every data line of the form. Leave quantity and/or revenues blank if not applicable. If an entire line of the form is not applicable, enter a record through item b.

Record Type	Item Id	Item	Format or Value	Max Length	Instructions
DETAILS FOR A SPECIFIC REPORT	*	Identifier for Record Containing Detailed Data for a Month	D	1	Enter D to identify each record of detailed information.
	a	Line Number	Num	5	a) Enter the line number from the Form 11 which applies to this data record. Enter exactly as the form indicates (ie. 1 for Total Sales, 3 for Total Transportation, 5 for Total Storage, etc.) b) For transportation rate schedule data records, enter 2.001, 2.002, 2.003, ... for successive rate schedule records. c) For storage rate schedule data records, enter 4.001, 4.002, 4.003, for successive rate schedule records. d) Do not enter records for header lines on the form (lines 2, 4, 6, and 9).
	b	Form Line Item Description	Char	50	Enter the form line item description or rate schedule name, as appropriate. Use the precise line item descriptions from the form (Appendix D). If entering a rate schedule name, use the identical name reported in the FERC Form No. 2 and your tariff.
	c	Quantity	Num	15	Report in thousands of Dth.
	d	Revenue (Transition Costs and Take-or-Pay)	Num	15	Report in thousands of dollars.
	e	Revenue (GRI and ACA)	Num	15	Report in thousands of dollars.
	f	Revenue (Other)	Num	15	Report in thousands of dollars.
	g	Revenue (Total)	Num	15	Report in thousands of dollars.
	h	Footnote Id.	Char	50	Enter up to 10 footnote ids separated by /. Refer to the item footnoted in the first position of the footnote id (e.g. b10 indicates footnote 10 applies to item b. Use x if footnote applies to entire record, e.g. x10).

FERC Form No. 11
Electronic Filing Format

Enter one Footnote record for each 255 character segment of a footnote.

Record Type	Item Id	Item	Format or Value	Max Length	Instructions
FOOTNOTES FOR THE FILING	*	Identifier for Record	F	1	Enter F to identify each footnote record.
	*	Containing Footnote Segment			
	*	Footnote Number	Num	3	Enter the footnote number corresponding to any footnote id's referenced in the other records . The footnote number is that part of the footnote id <u>without</u> the item id character. E.g., If a footnote id entered on the HEADER record is "e1" then the footnote number to report in this field is "1".
	*	Footnote Text	Char	255	Separate the text of a single footnote into segments of up to 255 characters each. Enter the same footnote id for each segment of a single footnote. It is not necessary to use all 255 characters. E.g., You may have several lines of 80 characters for a single footnote. Neither is it necessary to pad a line to the 255th character.

Form No. 11
Sample Tab Delimited File

(with Tabs and CR/LF denoted schematically as [] and <hrt>, respectively):

H[] 123[] 01/01/1995[] 03/31/1995[] 04/05/1995[] O[] ABC Pipeline Co[] 11111 Main St.[] Suite 1000[] Anywhere, VA 22015[] [] John Doe (703) 111-2222[] d1/g2 <hrt>
DH[] 123[] 01/1995 <hrt>
D[] 1[] Total Sales[] 4111[] 4222[] 4333[] 4444[] 12999[] x1/c3 <hrt>
D[] 2.001[] FT[] 5111[] 5222[] 5333[] 5444[] 15999[] d4/x2 <hrt>
D[] 2.002[] IT[] 52111[] 52222[] 52333[] 52444[] 156999[] [] <hrt>
D[] 3[] Total Transportation[] 57222[] 57444[] 57666[] 57888[] 172998[] <hrt>
D[] 4.001[] S1[] 7111[] 7222[] 7333[] 7444[] 21999[] e4/f2 <hrt>
D[] 4.002[] S2[] 72111[] 72222[] 72333[] 72444[] 216999[] <hrt>
D[] 5[] Total Storage[] 79222[] 79444[] 79666[] 79888[] 238998[] e4/g3 <hrt>
D[] 7[] Gathering-Firm[] 10111[] 10222[] 10333[] 10444[] 30999[] <hrt>
D[] 8[] Gathering-Interruptible[] 11111[] 11222[] 11333[] 11444[] 33999[] f3 <hrt>
D[] 10[] Products Sale and Extraction (490-492)[] 13111[] 13222[] 13333[] 13444[] 39999[] <hrt>
D[] 11[] Rents (493 and 494)[] 14111[] 14222[] 14333[] 14444[] 42999[] x5 <hrt>
D[] 12[] Other Gas Revenues (495)[] 15111[] 15222[] 15333[] 15444[] 45999[] <hrt>
DH[] 123[] 02/1995 <hrt>
D[] 1[] Total Sales[] 4111[] 4222[] 4333[] 4444[] 12999[] x1/c3 <hrt>
D[] 2.001[] FT[] 5111[] 5222[] 5333[] 5444[] 15999[] d4/x2 <hrt>
D[] 2.002[] IT[] 52111[] 52222[] 52333[] 52444[] 156999[] [] <hrt>
D[] 3[] Total Transportation[] 57222[] 57444[] 57666[] 57888[] 172998[] <hrt>
D[] 4.001[] S1[] 7111[] 7222[] 7333[] 7444[] 21999[] e4/f2 <hrt>
D[] 4.002[] S2[] 72111[] 72222[] 72333[] 72444[] 216999[] <hrt>
D[] 5[] Total Storage[] 79222[] 79444[] 79666[] 79888[] 238998[] e4/g3 <hrt>
D[] 7[] Gathering-Firm[] 10111[] 10222[] 10333[] 10444[] 30999[] <hrt>
D[] 8[] Gathering-Interruptible[] 11111[] 11222[] 11333[] 11444[] 33999[] f3 <hrt>
D[] 10[] Products Sale and Extraction (490-492)[] 13111[] 13222[] 13333[] 13444[] 39999[] <hrt>
D[] 11[] Rents (493 and 494)[] 14111[] 14222[] 14333[] 14444[] 42999[] x5 <hrt>
D[] 12[] Other Gas Revenues (495)[] 15111[] 15222[] 15333[] 15444[] 45999[] <hrt>
DH[] 123[] 03/1995 <hrt>
D[] 1[] Total Sales[] 4111[] 4222[] 4333[] 4444[] 12999[] x1/c3 <hrt>
D[] 2.001[] FT[] 5111[] 5222[] 5333[] 5444[] 15999[] d4/x2 <hrt>
D[] 2.002[] IT[] 52111[] 52222[] 52333[] 52444[] 156999[] [] <hrt>
D[] 3[] Total Transportation[] 57222[] 57444[] 57666[] 57888[] 172998[] <hrt>
D[] 4.001[] S1[] 7111[] 7222[] 7333[] 7444[] 21999[] e4/f2 <hrt>
D[] 4.002[] S2[] 72111[] 72222[] 72333[] 72444[] 216999[] <hrt>
D[] 5[] Total Storage[] 79222[] 79444[] 79666[] 79888[] 238998[] e4/g3 <hrt>
D[] 7[] Gathering-Firm[] 10111[] 10222[] 10333[] 10444[] 30999[] <hrt>
D[] 8[] Gathering-Interruptible[] 11111[] 11222[] 11333[] 11444[] 33999[] f3 <hrt>
D[] 10[] Products Sale and Extraction (490-492)[] 13111[] 13222[] 13333[] 13444[] 39999[] <hrt>
D[] 11[] Rents (493 and 494)[] 14111[] 14222[] 14333[] 14444[] 42999[] x5 <hrt>
D[] 12[] Other Gas Revenues (495)[] 15111[] 15222[] 15333[] 15444[] 45999[] <hrt>
F[] 1[] This is the first line of footnote 1 which can continue for up to 255 characters. <hrt>
F[] 1[] This is the second line of footnote 1 <hrt>
F[] 2[] First line of footnote 2 <hrt>
F[] 3[] First line of footnote 3 <hrt>
F[] 3[] Second line of footnote 3 <hrt>
F[] 3[] Third line of footnote 3 <hrt>

Form No. 11
Sample Tab Delimited File

(as it would appear in a text editor with tab sets denoted by !):

[illegible]

APPENDIX A

PIPELINE ID CODES

<u>Code</u>	<u>Pipeline Name</u>
001	Alabama-Tennessee Natural Gas Company
020	Algonquin Gas Transmission Company
048	ANR Pipeline Company
091	ANR Storage Company
118	Arkansas Western Pipeline Company
061	Bayou Interstate Pipeline Systems
088	Black Marlin Pipeline Company
083	Blue Dolphin Pipeline Company
112	Blue Lake Gas Storage Company
109	Boundary Gas, Inc.
067	Canyon Creek Compression Company
084	Caprock Pipeline Company
120	Carnegie Interstate Pipeline Company
063	Carnegie Natural Gas Company
097	Chandeleur Pipe Line Company
003	Chattanooga Gas Company
022	CNG Transmission Corporation
032	Colorado Interstate Gas Company
021	Columbia Gas Transmission Corporation
070	Columbia Gulf Transmission Company
044	Commercial Pipeline Company, Inc.
012	Distrigas of Massachusetts Corporation
002	East Tennessee Natural Gas Company
023	Eastern Shore Natural Gas Company
033	El Paso Natural Gas Company
024	Equitable Gas Co./Equitrans Inc.
034	Florida Gas Transmission Company
105	Frontier Gas Storage Company
013	Gas Gathering Corporation
113	Gasdel Pipeline System Inc.
004	Granite State Gas Transmission, Inc.
051	Great Lakes Gas Transmission, Limited Partnership
095	Green Canyon Pipe Line Company
101	Gulf States Transmission Company
077	High Island Offshore System
094	Inland Gas Company, Inc., The
045	Inter-City Minnesota Pipelines Ltd., Inc.

<u>Code</u>	<u>Pipeline Name</u>
081	Interstate Power Company
110	Iroquois Gas Transmission System, Limited Partnership
065	Jupiter Energy Corporation
117	K N Wattenberg Transmission L.L. Co.
053	K N Energy. Inc.
046	Kentucky West Virginia Gas Company
099	Kern River Transmission Company
011	Koch Gateway Pipeline Company
014	Lawrenceburg Gas Transmission Corporation
060	Locust Ridge Gas Company
098	Lone Star Gas Company
054	Louisiana-Nevada Transit Company
071	Michigan Consolidated Gas Company
015	Mid Louisiana Gas Company
005	Midwestern Gas Transmission Company
047	MIGC, Inc.
025	Mississippi River Transmission Corporation
114	Mobile Bay Pipeline Company
092	Mojave Pipeline Company
103	Moraine Pipeline Company
036	Mountain Fuel Supply Company
096	NatGas U.S. Inc.
016	National Fuel Gas Supply Corporation
026	Natural Gas Pipeline Company of America
100	Nora Transmission Company
031	NorAm Gas Transmission Company
027	North Penn Gas Company
089	Northern Border Pipeline Company
059	Northern Natural Gas Company
093	Northwest Alaska Pipeline Company
037	Northwest Pipeline Corporation
116	Oktex Pipeline Company
078	Overthrust Pipeline Company
073	Ozark Gas Transmission System
086	Pacific Gas Transmission Company
064	Pacific Interstate Offshore Company
039	Pacific Interstate Transmission Company
062	Pacific Offshore Pipeline Company
041	Paiute Pipeline Company
028	Panhandle Eastern Pipe Line Company
072	Pelican Interstate Gas System

<u>Code</u>	<u>Pipeline Name</u>
108	Penn York Energy Corporation
055	Questar Pipeline Company
040	Raton Gas Transmission Company
038	Ringwood Gathering Company
079	Sabine Pipe Line Company
006	Sea Robin Pipe Line Company
102	Seagull Interstate Corporation
008	South Georgia Natural Gas Company
007	Southern Natural Gas Company
106	Southwest Gas Storage Company
111	Steuben Gas Storage Company
069	Stingray Pipeline Company
115	Sumas International Pipeline Inc.
066	Superior Offshore Pipeline Company
080	Tarpon Transmission Company
009	Tennessee Gas Pipeline Company
010	Tennessee Natural Gas Lines, Inc.
017	Texas Eastern Transmission Corporation
018	Texas Gas Transmission Corporation
058	Texas Gas Pipe Line Corporation
090	Texas Sea Rim Pipe Line Company
068	Trailblazer Pipeline Company
075	Transco Gas Supply Company
029	Transcontinental Gas Pipe Line Corporation
042	Transwestern Pipeline Company
030	Trunkline Gas Company
087	Trunkline LNG Company
074	U-T Offshore System
019	Utah Gas Service Company
056	Valero Interstate Transmission Company
050	Valley Gas Transmission Company
082	Viking Gas Transmission Company
107	Washington Natural Gas Company
104	Washington Water Power Company
035	West Texas Gas Inc.
085	West Texas Gathering Company
052	Western Gas Interstate Company
057	Western Transmission Corporation
121	Westgas Interstate, Inc.
043	Williams Natural Gas Company
049	Williston Basin Interstate Pipeline Company

<u>Code</u>	<u>Pipeline Name</u>
076	Wyoming Interstate Company, Ltd.
119	Young Gas Storage Company, Ltd.

APPENDIX B

CD SPECIFICATIONS

Filing on CD is an option for those respondents who wish to do so. However, all data filed on CD must adhere to the following two constraints:

1. All data submitted must be on CD-Recordable (CD-R) media or traditional CD-ROM media.
2. The file directory structure of the CD must adhere to the ISO 9660 Level One standard.

What is CD-R and how does it differ from traditional CD-ROM media?

CD-R is a technology that allows for creating CD-ROMs on the desktop more cheaply than traditional CD-ROM media. Traditional CD-ROMs are made by using a laser to "burn" pits in a thin metallic layer, thus recording the binary data. By comparison, CD-R uses special discs impregnated with an organic dye, which serves the same function as the pits, but at a much lower cost. Both kinds of discs are readable with a traditional CD-ROM drive. Other kinds of discs, magneto optical, or floptical discs, are not readable by the common CD-ROM drive, and require a different system altogether.

What is Level One ISO 9660?

The ISO 9660 standard is for file directory systems on CD-ROMs. It is a non-proprietary standard and can be used on different platforms. It defines naming conventions and directory depth. There are two main levels of ISO 9660: level one and level two. The major difference lies within the naming conventions. Level one ISO 9660 allows for MS-DOS style filenames (eight-character and three-character extensions). Level two ISO 9660 allows for 32-character filenames. Because the commission relies upon MS-DOS compatible personal computers, data submitted on CD-ROMs must be in compliance with Level One ISO 9660.

APPENDIX C

FILE CREATION HINTS

1. If you are using wordprocessing software to create the electronic filing, make sure the package you select has the capability to convert a "TAB" character to an ASCII 9 - decimal or 09 - hexadecimal character, and does not just convert the "TAB" into a certain number of blank spaces.

Remember that each record must occupy only one line within the wordprocessing document. Therefore, before you start entering data, determine the maximum length of the longest record in your filing, and establish any combination of fonts and paper size/orientation settings that will allow for that longest record to be entered on a single line. If the data for any record "wraps" to another line, then you must change the document settings to allow for more characters to be entered per line. Allowing the text to wrap to another line within the wordprocessor document will create two separate records when the file is converted to a "TAB" delimited file.

Another suggestion you may find helpful is to set your tabs according to the length of the data fields for each record. This not only gives the appearance of order for each record type, but also permits you to visually edit the data for obvious errors, such as mixing character data in a numeric field.

A. WordPerfect:

1. DOS versions - Create the individual records using the "TAB" key to separate the data items and the "Enter" key to end each record with a carriage return/line feed. Save the file using the "Text In/Text Out" / "Save As" / "Generic" commands.
2. Windows versions - Create the individual records using the "TAB" key to separate the data items and the "Enter" key to end each record with a carriage return/line feed. Save the file using the "File" / "Save As" / "ASCII Generic Wordprocessor (DOS)" commands.

- B. Microsoft Word: Create the individual records using the "TAB" key to separate the data items and the "Enter" key to end each record with a carriage return/line feed. Save the file using the "File" / "Save As" / "Save File As Type" / "Text Only (*.txt)" commands.

- C. Windows Write: Create the individual records using the "TAB" key to separate the data items and the "Enter" key to end each record with a carriage return/line feed. Save the file using the "File" / "Save As" / "Save File As Type" / "Text Files (*.TXT)" commands.
- 2. If using a spreadsheet program to create the electronic filing, make sure that it can save the spreadsheet as a "TAB" delimited file. The only spreadsheet that staff has accessibility to, and has found capable of saving "TAB" delimited files, is Microsoft Excel for Windows.
 - A. Excel 4.0: Create the individual records using the spreadsheet column cells to separate the data items and rows for each record. Save the file using the "File" / "Save As" / "Save File As Type" / "Text (OS/2 or MS_DOS)" commands.
 - B. Excel 5.0: Create the individual records using the spreadsheet column cells to separate the data items and rows for each record. Save the file using the "File" / "Save As" / "Save File As Type" / "Text (Tab delimited)" commands.
- 3. To test whether or not you have truly created a "TAB" delimited file, read the file into a wordprocessor program and change the "TAB" settings of the document. If the text from the delimited file changes with the new "TAB" settings, then the original file you created was in a "TAB" delimited format.

APPENDIX D

U.S. DEPARTMENT OF ENERGY
Federal Energy Regulatory Commission
Washington, DC 20426

Form Approved
OMB No. 1902-0032
(Expires 3/31/99)

FERC FORM NO. 11: NATURAL GAS PIPELINE COMPANY QUARTERLY STATEMENT OF MONTHLY DATA

GENERAL INFORMATION											
I.	<p>Purpose</p> <p>This form is designed to obtain information concerning selected revenues and associated quantities.</p>										
II.	<p>Who Must Submit</p> <p>Each natural gas company whose gas transported or stored for a fee exceeded 50 million Dth in each of the three previous calendar years.</p>										
III.	<p>When to Submit</p> <p>Submit this report quarterly. The reports must adhere to the following schedule:</p> <table><thead><tr><th>Report Period</th><th>Report Date</th></tr></thead><tbody><tr><td>January-March</td><td>May 15</td></tr><tr><td>April-June</td><td>August 14</td></tr><tr><td>July-September</td><td>November 14</td></tr><tr><td>October-December</td><td>February 14</td></tr></tbody></table>	Report Period	Report Date	January-March	May 15	April-June	August 14	July-September	November 14	October-December	February 14
Report Period	Report Date										
January-March	May 15										
April-June	August 14										
July-September	November 14										
October-December	February 14										
IV.	<p>What and Where to Submit</p> <p>(a) Submit an original and two (2) copies of this form to:</p> <p>Office of the Secretary Federal Energy Regulatory Commission Washington DC 20426</p> <p>(b) Submit the form on electronic media. The formats for the electronic filing and a list of acceptable electronic media can be obtained at the Federal Energy Regulatory Commission, Division of Information Resources, Washington DC 20426.</p>										

GENERAL INFORMATION
<p>V. Where to Send Comments on Public Reporting Burden</p> <p>The public reporting burden for this collection of information is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any aspect of this collection of information, including suggestions for reducing this burden, to the Federal Energy Regulatory Commission, Washington, DC 20426 (Attention: Michael Miller, ED-12.4); and to the Office of Information and Regulatory Affairs, Office of the Management and Budget, Washington DC 20503 (Attention: Desk Officer for the Federal Energy Regulatory Commission).</p> <p>You shall not be penalized for failure to respond to this collection of information unless the collection of information displays a valid OMB control number.</p>

GENERAL INSTRUCTIONS

- I. Report data as outlined in the Uniform System of Accounts for Natural Gas Companies (U.S. of A.) (18 CFR Part 201). Data reported on this form must, when aggregated, be equal to the data reported on Form No. 2, aggregated.
- II. Indicate negative amounts by enclosing the figures in parentheses, (), or with a "-" sign preceding the first nonzero digit reported, except where otherwise noted.
- III. Report dollar entries in thousands. Report quantities in thousands of dekatherms.
- IV. Provide, by footnotes, a brief description of any adjustments significantly affecting this report.
- V. Report one Part II form for each month.
- VI. If a data item is not applicable, for example, a respondent has no storage rate schedules, its value must be omitted, that is, left blank. If a report item applies to the respondent, for example, the respondent has a sales rate schedule in its tariff, but there is no data to report during the month reported, enter a "0."

SPECIFIC INSTRUCTIONS

<u>Item</u>	<u>Instruction</u>
All	Refer to the form and/or Uniform System of Accounts (U.S. of A.) for Natural Gas Companies (18 CFR Part 201). Reference to account numbers in the U.S. of A. are provided in parentheses beside applicable data. Quantities must not be adjusted for discounts.
Part II, lines 2.001, 2.002, 4.001, 4.002	Report revenues and quantities of gas by rate schedule. Add rows if necessary to report data for all rate schedules. The rate schedule must be identified in the same manner as identified in other reports to the Commission. Where transportation services are bundled with storage services, reflect only transportation Dth. When reporting storage, report Dth of gas withdrawn from storage and revenues by rate schedule. Add rows as necessary to report all rate schedules. When rows are added, the additional row numbers should follow in sequence, 2.001, 2.002, 2.003, <u>etc.</u> or 4.001, 4.002, 4.003, <u>etc.</u>
Part II	Revenues in Column (d) include transition costs from upstream pipelines. Revenue (Other) in Column (f) includes reservation charges received by the pipeline plus usage charges, less revenues reflected in Columns (d) and (e). Include in Column (f), revenue for Accounts 490-495.
Footnotes	<p>In Part I, enter a footnote reference for each item footnoted. The reference shall be a concatenation of the letter of the item footnoted and the number of the footnote. Enter the footnote number together with the footnote text in Part III. Enter up to ten footnote references separated by /. Refer to the item footnoted in the first position of the footnote reference (<u>e.g.</u>, e2 indicates footnote 2 applies to item e, the company's name. Use x if the footnote applies to the entire table, <u>e.g.</u>, x3).</p> <p>In Part II, the footnote reference shall be a concatenation of the column letter and the footnote number. Enter the footnote number together with the footnote text in Part III. Enter up to ten footnote references separated by /. Refer to the item footnoted in the first position of the footnote reference (<u>e.g.</u>, c5 indicates footnote 5 applies to the number in column c, the quantity. Use x if the footnote applies to the entire table, <u>e.g.</u>, x7).</p>
Pipeline Name	Enter the full legal name of the pipeline.
Pipeline Code	Enter the three digit FERC pipeline code from Attachment A. If your pipeline is not listed, call Judy Gantt or Curtis Chappell at (202) 208-2020.

U.S. DEPARTMENT OF ENERGY
Federal Energy Regulatory Commission
Washington, DC 20426

**FERC FORM NO. 11: NATURAL GAS PIPELINE COMPANY QUARTERLY
STATEMENT OF MONTHLY DATA**

This report is mandatory under the authority granted by Sections 10 and 16 and sanctions provided by Section 21(b) of the Natural Gas Act. Failure to report may result in criminal fines, civil penalties and other sanctions as provided by law.

NNN	Company Code Number
Report Period	
MM/DD/YYYY	a. Begin Date (mm/dd/yyyy)
MM/DD/YYYY	b. End Date (mm/dd/yyyy)
MM/DD/YYYY	c. Submission Date (mm/dd/yyyy)
O/R	d. Original/Revised Filing

PART I: IDENTIFICATION	
e. Name of Company	
f. Address of Company Number and Street City, State, and Zip Code	
g. Person Authorized to Sign This Report Signature Phone Number (Including Area Code)	
h. Footnotes Enter footnote designation as defined in the specific instructions.	

Company Code Number				Month Reported MM/YYYY			
PART II: REVENUE DATA							
Line No.	Item	Total Quantities (1000s of Dth) and Revenues (1000s of \$)					Footnote
		Quantity	Revenue (Transition Costs and Take-or- Pay)	Revenue (GRI & ACA)	Revenue (Other)	Revenue (Total)	
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1	Total Sales						
2	Transportation of Gas for Others						
2.001	[Rate Schedule Number]						
2.002	[Rate Schedule Number]						
3	Total Transportation						
4	Storage						
4.001	[Rate Schedule Number]						
4.002	[Rate Schedule Number]						
5	Total Storage						
6	Gathering						
7	Gathering-Firm						
8	Gathering-Interruptible						
9	Additional Revenues						
10	Products Sale and Extraction (490-492)						
11	Rents (493 and 494)						
12	Other Gas Revenues (495)						

Company Code Number

PART III: FOOTNOTES

Footnote
Number

Text of the Footnote